DATE POSTED: **May 06, 2005**

REQ. # 05-107

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue   Fort Pierce, Fl. 34982 – 5652
Telephone (772) 462-1546   Jobline (772) 462-1967
http://co.st-lucie.fl.us

This position must be posted for at least five (5) working days from **05-06-2005** TO **05-12-2005,** but will remain open until filled.

DEPARTMENT/DIVISION
PUBLIC WORKS - CODE COMPLIANCE

POSITION AVAILABLE
OFFICE ASSISTANT II

OF OPENINGS
1

STARTING SALARY
$9.69 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statues, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 712
PAY GRADE 8
SALARY: $9.69 - $15.01
OFFICE ASSISTANT II

MAJOR FUNCTION: Basic secretarial work which involves routine work functions.
KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE
ESSENTIAL JOB FUNCTIONS OF THE POSITION:
Knowledge: Knowledge of business English, punctuation, spelling and arithmetic, modern office practices and procedures, public records keeping methods, practices and procedures.
Abilities: Ability to work independently and to carry assignments to completion with minimum instructions. Ability to maintain complex records and to make reports requiring extreme accuracy. Ability to type and take oral dictation at the prescribed rate of speed. Ability to work well with others and to assist the public cooperatively and courteously.
ESSENTIAL JOB FUNCTION: Takes and transcribes dictation of correspondence, documents, reports or other materials. Takes dictation from professional personnel requiring knowledge of special terminology. Takes minutes at meetings, if required. Composes and types answers to correspondence and prepares reports and tabulations. Processes invoices, (types, sorts, etc.) requiring various procedural knowledge. Reviews invoices for sufficiency, obtaining necessary signatures, routing appropriately, and maintaining follow-up. Gives information to other offices and the public applying a significant knowledge of laws, rules, regulations and procedures. Records and advises supervisor of important engagements and meetings. Opens and distributes mail. Operates two-way radio. Prepares moderately complex reports and summaries requiring checking and researching a variety of records. Performs various accounting functions. Performs related work as required. Skill in taking and transcribing oral dictation, the application of modern office techniques, practices and in the use and care of pertinent office machines and equipment. Performs related work as requested or assigned.
ESSENTIAL PHYSICAL SKILLS: Good hand/eye coordination. Use of both hands and fingers with dexterity. Vision must be good enough to enable the reading of instructions either hand written or computer generated. Occasional walking and standing. Must have good command of English language and be able to hear normal telephone conversations.
ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.
WORK HAZARDS: Occasionally called upon to lift objects of 30 pounds or less. Possible vision dysfunction due to heavy computer work.
SAFETY EQUIPMENT USED OR NEEDED: None.
EDUCATION: High school diploma or possession of an acceptable equivalency diploma with courses in typing and/or shorthand, speed writing or stenography and other commercial subjects.
EXPERIENCE: Six (6) months stenographic and clerical work experience. In some departments, computer skills are necessary. A comparable amount of training or experience may be substituted for the minimum qualifications.
LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida driver's license is required.

Union	Non-Union ✔	Exempt	Non-Exempt ✔